

Overview of Title I Application Process/Timeline for All SC Public School Districts

1. February: Current Title I schools begin the planning process (conduct annual needs assessment and creating activities that address the needs).
2. April or May: The SCDE notifies districts of the **preliminary** Title I allocations for the next fiscal year.
 - a. The district's Director of Federal Programs (DFP) determines preliminary Title I eligibility based on the 135 day enrollment and free/reduced lunch counts. The DFP then determines the preliminary allocation for each eligible school. Schools are notified of preliminary eligibility status and preliminary allocations.
 - b. Eligible schools develop preliminary applications, which are due to the district via Epicenter by May 10th of each year.
 - c. The DFP reviews the preliminary applications for allowability.
3. July 1st: Due date to submit Preliminary Title I application to the SCDE via the Grants Electronic Management System (GEMS).
 - a. The SCDE Title I Program Manager reviews the preliminary application and provides feedback for revisions and/or approves the preliminary application. The timeline to receive preliminary feedback/approval from the SCDE varies.
4. October/November: The SCDE notifies districts of final Title I allocations.
 - a. The district's DFP determines Title I eligibility based on 5th day counts. The DFP then determines final allocations for each eligible school. Schools are notified of eligibility status and final allocations.
 - b. Eligible schools revise preliminary applications, or develop applications if newly identified, based on final allocations.
 - c. The DP reviews final applications for allowability.
5. November: The DFP submits the final application to the SCDE via GEMS.
 - a. The SCDE Title I Program Manager reviews the final application and provides feedback for revisions and/or approves the final application. The timeline to receive feedback/approval from the SCDE varies.

Reimbursement Process/Timeline

1. Once final approval is received from the SCDE, the DFP notifies schools and sends the school leader and Title I coordinator a final copy of the approved application.
2. Schools may begin submitting reimbursement requests via Epicenter as soon as approval has been received from the SCDE. Reimbursement requests are due on the 20th of each month for the previous month's expenditures.
3. The DFP reviews reimbursement requests.
 - a. If approved, the submission moves to the Grants Finance Manager for a second review and approval.
 - b. If rejected, the school will receive an email notification stating why the submission was rejected. Schools must resubmit the reimbursement request if they wish to receive reimbursement.
4. The district's finance office submits claims to the SCDE via GAPS.
5. After the district receives funding from the SCDE for the claim, the finance office sends a check to the schools for the reimbursement amount requested and approved.

FY20 Timeline

1. July 1, 2020: Submitted Preliminary Application to SCDE
2. August 23, 2020: SCDE Program Manager Returned - revisions needed
3. August 30, 2020: District Submitted revisions
4. September 27, 2020: SCDE Program Manager Returned - additional revisions needed
5. October 4, 2020: District Submitted additional revisions
6. October 14, 2020: SCDE Program Manager Returned - additional revisions needed
7. November 7, 2020: District Submitted additional revisions
8. November 19, 2020: SCDE Approved
9. November 19, 2020: Schools were notified of the approval status and notified to begin the reimbursement process

FY19 Timeline

1. October 23, 2018: Submitted Preliminary Application to SCDE
2. November 9, 2018: SCDE Program Manager Returned without review (Final allocations were received shortly after submitting the application, so the program manager wanted us to update the application to reflect the final allocation amounts prior to his review.)
3. November 14, 2018: District submitted final application
4. January 8, 2019: SCDE Program Manager Returned - revisions needed
5. February 18, 2019: Submitted additional revisions
6. February 21, 2019: SCDE Program Manager Returned - additional revisions needed (different than prior revisions)
7. March 4, 2019: District submitted revisions
8. March 15, 2019: SCDE Program Manager Returned - additional revisions needed (different than prior revisions)
9. March 21, 2019: District submitted revisions
10. April 4, 2019: SCDE Program Manager Returned - additional revisions needed (different than prior revisions)
11. April 8, 2019: District submitted revisions
12. April 15, 2019: SCDE Program Manager Returned - additional revisions needed (different than prior revisions)
13. April 17, 2019: District submitted revisions
14. April 23, 2019: SCDE Program Manager Returned - additional revisions needed (different than prior revisions)
15. May 1, 2019: District submitted revisions
16. May 1, 2019: SCDE Program Manager Returned - additional revisions needed (different than prior revisions)
17. May 1, 2019: District submitted revisions
18. May 1, 2019: SCDE Approved
19. May 1, 2019: Schools were notified of the approval status and notified to begin the reimbursement process